Fermilab

FermiWorks
Complete Your Self Evaluation – Add Additional Goals
06.01.2015

1. Open your FermiWorks Inbox.

2. Click the **Self Evaluation: 2015 – Performance Review** Action.
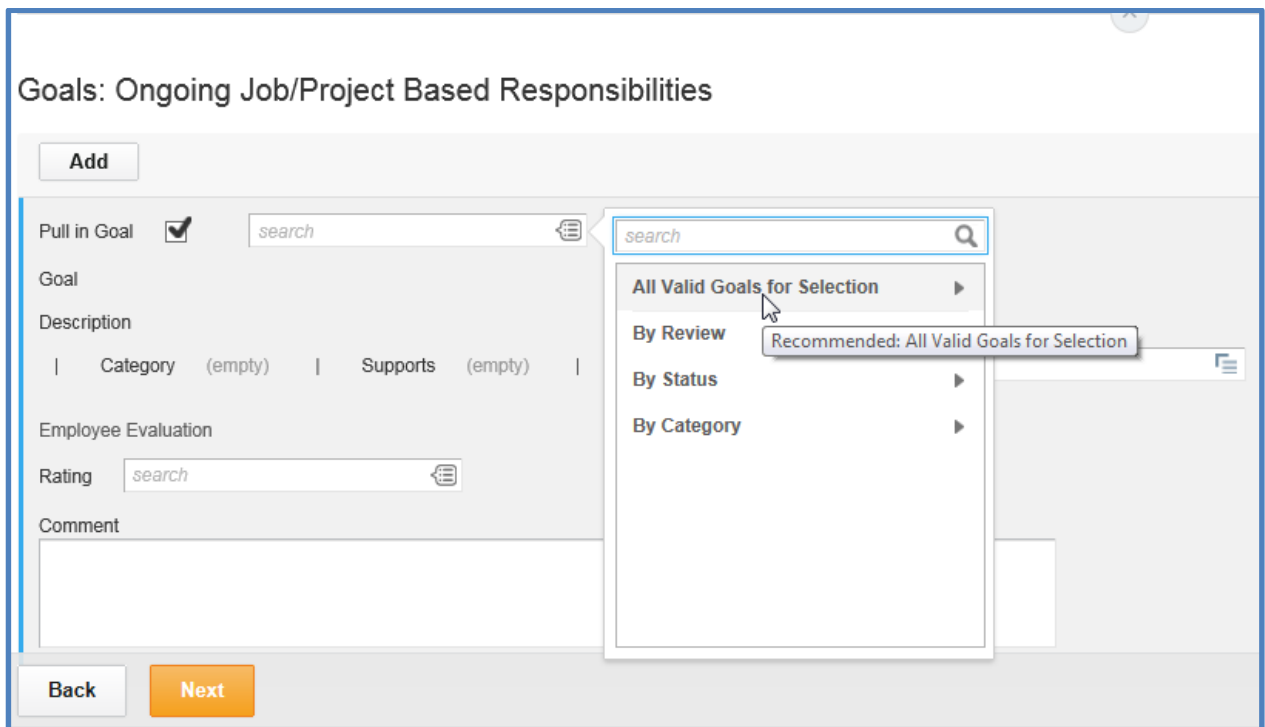
3. Click **Go to Guided Editor**.

Ongoing Job/Project Responsibilities Section

If not all goals display, check the **Pull in Goal** checkbox.

Click **Add**.

Check the **Pull in Goal** checkbox.

Click **All Valid Goals for Selection**.

Double click the goal to pull in.

1. Update the following fields for each goal:

   ➕ **Category**
   ➕ **Date Completed**. The Date Completed must match the Completion Date.

- **Status**
- **Comment**

The **Employee Evaluation** is optional. Below are the Employee Evaluation rating categories.

RATING	DEFINITION
Does Not Meet Expectations	Performance is well below the minimum position requirements. Requires immediate review and action including implementation of Performance Improvement Plan (PIP).
Meets Minimal Expectations	Performance leaves room for improvement. Requires either additional development in deficient technical areas; or, may be a new hire requiring familiarity with lab processes; or, is not responding favorably to coaching for performance improvement.
Fully Competent	Good, solid performance. Fulfills all position requirements and goals.
Commendable	Good, solid performance. Fulfills all position requirements and goals and *may*, on occasion, generate results above those expected of the position.
Excellent	Excellent performance that consistently generates results above those expected of the position. Contributes in an excellent manner to technical and functional innovations.
Outstanding	Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to goals of the Department, Division or Laboratory.

Competencies - Core Section

It is optional to enter a Rating or Comments for each of the Core Competencies. Click **Next**.

Accomplishments Section

It is optional to enter any Accomplishments or Comments. Click **Next**.

If you wish to enter any Accomplishments:

1. Click **+** to open the Accomplishment section.

2. Enter your first Accomplishment during this performance review cycle.

3. Enter any Comments regarding the Accomplishment.

4. Click **+** to open the Accomplishment fields to enter your next Accomplishment.

5. Click **Next** after all Accomplishments have been entered.

Career Development Section

It is optional to express interest or document progress for a career development plan. Click **Next**.

If you wish to enter a career development plan:

1. Click **Answer** to open the section.
2. Click **Next**.

Overall Rating Section

It is optional to enter an Overall Rating. Click **Next**.

If you wish to enter an Overall Rating:

1. Click **Employee Evaluation** to open the section. These are the Employee Evaluation rating categories:

RATING	DEFINITION
Does Not Meet Expectations	Performance is well below the minimum position requirements. Requires immediate review and action including implementation of Performance Improvement Plan (PIP).
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2. Click **Next**.

Summary

Review the performance review sections.

Click **Submit**.

The self-evaluation is sent to your manager to review.